RECORDKEEPING REDESIGN

Corps Day

4 May 2001

CONCEPT

- **No MARKS Number Needed on Correspondence or File**
- **Only Six Dispositions**
  - √ **Up to 6 Years = K6**
  - √ **10 Years**
  - √ **25 Years**
  - √ **50 Years**
  - √ **75 Years**
  - √ **Permanent**
  - √ **Exceptions: Event and Rights & Interests**
- **Determine Disposition**
  - √ **See List of Records to be Created in back of Regulation**
  - √ **Keep in CFA or Transfer to RHA**

CONCEPT (Cont'd)

- **Label & Folder Requirements Simplified**
  - √ **Name of File**
  - √ **Keep or Transfer**
  - √ **Date Created**
- **For email, front end Filters will identify Electronic Documents which appear to Contain Record Material**
  - √ **Once Identified, they will be Copied to the AIW**
- **For Transfer Records, Give to Records Officer**
  - √ **Collect, Review, Box and Transfer**
  - √ **Prepare SF135**
- **Send Boxes to Army Information Warehouse (AIW)**
- **AIW Personnel will Index and Assign Retention**
- **Army Provide Access to Army's Automated Index**
- **Yet, Commanders still Responsible**

MAJOR CONCERNS

- **Undermine Credibility and Trustworthiness of Program**
- **Serious Legal Issues**
- **Hinder Ability to Respond to Emergencies; Litigation Requests, Congressional Inquiries**
- **Gravely Impact Corps' ability to Perform Various Military and Civil Missions**
- **Commanders Responsible, but no longer able to Exercise Control over Them**
- **Withour MARKS Numbers & Organizational Methodologies, Users will be Unable to find Information**
- **K6 cause Increase in Current Files Area --add to already Expensive Floor Space**
- **Army Developing its own Electronic Records Management Application vs. using Mandated DoD 5015.2-STD**

4

RECOMMENDATIONS TO ARMY

- **Grant Exception to Retain, Operate and Manage own RHAs**
  - √ **By 2008, RHAs should be Eliminated due to CEEDMS Implementation**

- **Establish Disposition Band of K2**

- **TRADOC stop Teaching Recordkeeping Redesign**

- **SOW to Manage RHAs not Detailed Enough (Provided USACE Examples)**